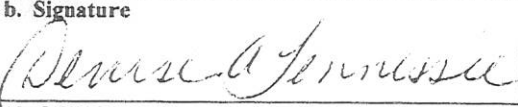
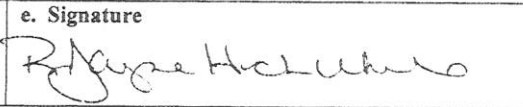


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER 69832	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM Position Classification Standard for Environmental Protection Specialist Series, GS-0028, 3/95.					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	001
4. Supervisor's Recommendation		Environmental Justice Coordinator			
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Justice Coordinator		6. NAME OF EMPLOYEE Cynthia Peurifoy			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Regional Administrator		g.			
c. Immediate Office		h. Employing Office Location			
d.		i. Organization Code 90411006 / 3179			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Denise A. Tennessee			d. Typed Name and Title of Second-Level Supervisor Javoyne Hicks White, Chief of Staff		
b. Signature 		c. Date 5/17/11	e. Signature 		f. Date 5/13/11
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —			
g. Bargaining Unit Code 0023		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 15/ Tena W. McPhail	
				j. Date 12/30/03	
11. REMARKS Previously classified PD. Coversheet updates supervisory signatures. Reassignment action to remove PD Amendment describing supervisory duties; + Supv. status changes from Supv. to other. #OPM-11-140 6/11.					

OFF Copy

United States Environmental Protection Agency, Atlanta GA, 30365 POSITION DESCRIPTION COVERSHEET		1. Duty Location Atlanta, GA		2. Position Number 69832	
3. Classification Action					
Reference of Series and Date of Standards Used to Classify This Position				GS-0028	
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	100
4. Supervisor's Recommendation	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	14	
5. Organizational Title of Position (if any)		6. Name of Employee <i>Perry, Cynthia</i>			
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. REGION 4		f. Atlanta, Georgia			
c. OFFICE OF THE REGIONAL ADMINISTRATOR		g.			
d. IMMEDIATE OFFICE		h. EPAYS Organization Code 90411006 / 3179			
8. Managerial Designation					
<input checked="" type="checkbox"/> S First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.		<input type="checkbox"/> A An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.			
<input checked="" type="checkbox"/> M A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.		<input type="checkbox"/> B A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.			
<input type="checkbox"/> N None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor J. I. PALMER, JR. REGIONAL ADMINISTRATOR		d. Typed Name and Title of Second-Level Supervisor			
b. Signature <i>[Signature]</i>	c. Date	e. Signature		f. Date	
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		
c. Signature of Classification Official <i>Jana W. McPhail</i>		Date <i>12/30/03</i>		d. Bargaining Unit Code 0023	e. Functional Code 00
11. Remarks:					

me

Environmental Justice Coordinator
GS-0028-14

INTRODUCTION

The position is located in the Office of the Regional Administrator, Environmental Protection Agency, Region 4, Atlanta, Georgia. Incumbent serves as the Environmental Justice Program Coordinator, an advisor to the Regional Administrator and Senior Management and liaison between the Region and Headquarters. The Coordinator position is designed to ensure close communication and coordination between Regional and National Programs, Headquarters and the regional office, state agencies/organizations, and stakeholders. The Coordinator is responsible for the development and implementation of region-wide, cross-program approaches to addressing environmental justice concerns and issues affecting the full spectrum of regional operations.

MAJOR DUTIES

Participates with senior management in the development of short-term and long-range plans to ensure that environmental justice initiatives are integrated and fully coordinated with the goals and objectives of the region's programs. Recognizes the need for and recommends the establishment of practices/programs by EPA that will enhance the Agency's Environmental Justice Programs. Conducts reviews of on-going programs/initiatives and evaluates performance in relation to program goals. Provides advisory and consultative services to program managers to examine and improve the capabilities of their infrastructure to ensure that environmental justice concerns are addressed. Suggests necessary program adjustment, where feasible and/or appropriate. Develops evaluation findings and presents recommendations intended to resolve identified problems or needs.

Formulates program plans or changes to accommodate evolving needs, priorities, and operations. This includes opportunities to participate in various intra and interagency policy implementation committees. Investigates trends, conditions, or impediments to program initiatives identified by management officials. Develops comprehensive plans to correct deficiencies or strengthen program or needs.

Identifies programmatic on operational matters impacting environmental justice concerns throughout planning and execution phases of environmental program delivery, ranging from risk assessment to compliance and enforcement, education and outreach.

Identifies and builds relationships with constituencies, affected by environmental issues and develops a strategy to ensure input and representation in the Region's environmental planning process, enforcement, clean-up and monitoring.

Meets with state and local government officials, nonprofit and special interest groups to discuss environmental justice issues and concerns and establishes external advisory groups to provide continuity and consistency of programmatic input and representation. Enhances environmental equity outreach, training and education programs for public and other groups through conferences, symposia, and meetings.

Serves as the Region's centralized clearing house and dissemination point for environmental justice information to EPA staff and the public. Develops information and coordination system to review the Region's efforts and achievements, which includes analyzing and determining feasibility for implementation of recommendations made to senior managers.

Serves as the principal staff officer and advisor to the Regional Administrator and division and office directors on all matters relating to environmental justice. Provides high level management advisory service to regional managers. Attends meetings and conducts continuing briefings to promote supervisory and management understanding of their responsibilities pertaining to environmental justice.

Factor 1, Knowledge Required by the Position

Broad knowledge of EPA's substantive operating programs, mission, objectives, and organization in order to understand and assess actual and potential environmental justice impacts of complex technical, regulatory, and enforcement programs. Knowledge of programmatic interrelationships and operational characteristics affecting environmental justice concerns and issues.

State-of-the-art knowledge of the emerging field of environmental justice as a multi-disciplined approach to the socio-economic, scientific, and regulatory accomplishment of environmental protection, clean-up, and protection of human health and safety.

Mastery of program development, assessment and operational techniques to formulate, develop, and implement a comprehensive Environmental Justice Program region-wide, affecting virtually all substantive activities of the Region.

Ability to plan, lead, and organize programmatic efforts to identify and address environmental justice concerns.

Appropriate interpersonal and communication skills to effectively meet and deal with diverse groups and audiences, frequently at a high level, who may have competing objectives or interest. Oral communication skills to make formal presentations and briefings. Written communication skills to prepare technical and programmatic proposals relating to the Environmental Justice Program.

Factor 2, Supervisory Controls

Work is performed under broad administrative and policy direction of the Office Director. The employee, as a recognized authority in environmental justice, is responsible for independently developing, defining and shaping the Region's Environmental Justice Program. Analyses, evaluation, and policy recommendations are reviewed by the Division Director only for broad policy and programmatic considerations.

Factor 3, Guidelines

Guidelines consist of broad statements concerning policy initiatives, objectives, and legislative history. The field of environmental equity is an emerging area with profound implication for many of the Agency's key activities. The employee must apply very broad insight and judgment to interpret and apply the vast array of regulatory, legal, scientific, and socio-economic information.

Factor 4, Complexity

Assignments include a broad range of duties, involving substantial depth and breadth, numerous interrelationships, many complex features or variable, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting agency-level directives. The incumbent must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Factor 5, Scope and Effect

The purposes of the work are to provide authoritative information, analysis, and recommendations that identify and interpret alternatives and options to complex questions of policy or practice. The work makes a significant contribution to the planning and evaluation of policies or projects that are of regional or national interest.

Factor 6, Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout EPA, at other Federal agencies, in state and local governments, private industry; academia, environmental justice advocacy groups, and in some cases the media and elected officials.

Factor 7, Purpose of Contacts

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problems or controversies.

Factor 8, Physical Demands

The work is primarily sedentary in nature.

Factor 9, Work Environment

Work is generally performed in an office environment with some travel to attend meetings, symposia, or conference, or to visit sites in the field.

Cynthia Peurifoy



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: OPM-11-140

Position Title/Series: EJ Coordinator

Entry Grade(s)/Full Performance Level of Position: GS-14

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): Env. Prot. Specialist

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒
If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☒

- | | |
|--|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☒

(3) Supervision level received:

- ☐ Close supervision
☒ General supervision
☐ Administrative only

Work is reviewed:

- ☐ While in progress
☒ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? Grants Management Office oversight on all grant awards.

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#: _____

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☒ Individuals
☒ Government-wide audience
☒ Audience beyond government

Communication products involved are:

- ☐ Technical or policy reports
☐ Documents containing sensitive information
☒ Outreach or public relations material
☒ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? _____

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☐ Local
☒ Regional
☐ National
☐ Global

The impact/potential harm this position could cause would be:

- ☒ Internal to EPA
☐ Government-wide
☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

Lavoyne Hicks White

Name (Please Print)

COS

Title



Signature

6/21/11

Date

PSB Use Only

Risk Designation:



Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Cynthia Peurifoy		<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number	69832		Total extramural resources management duties occupy less than 25% of time.
Title	EJ Coordinator		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-0504-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
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When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature		Date	
Personnel Specialist's Signature		Date	6/21/11

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		
	Conducts technical evaluation of proposals		Close-out:
	Participates in debriefing/protests		Writes reports on contractor performance, costs, and tasks performed
	Other (lists)		Reconciles payments with work performance
			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
	Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management
			%

Part 2. Grants/Cooperative Agreements Duties

Advise Grants Management Office of potential

Continued

			problems/issues
Pre-application/Application:			Participates in decisions/actions to ensure
	Prepares solicitation for proposals		successful project completion and in decisions to
	Identifies potential grantees for area of program emphasis		impose sanctions
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns
	Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates with applicant		Negotiates amendments
	Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement
	Negotiates level of funding		Resolves with Grants Management Office
	Conducts site visits to evaluate program capability		administrative and financial issues
	Serves as resource to Selection Panel		Conducts periodic reviews to ensure compliance with agreement
	Other (list)		Other (list)
Award:			Close-out:
	Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely
	Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Reviews/concurs in completed document		Reconciles payment with work performed
	Establishes project file		Notifies recipient of close-out requirements
	Other (list)		Obtains legal assistance if necessary to resolve incomplete close-out
			If project is audited, responds to issues and ensures recipient complies with audit recommendations
			Other (list)
Project Management/Administration:			Percentage of Time Spent on Grants/Cooperative Agreements Management
	Monitors recipient's activities and progress		
	Reviews reports and deliverables and notifies recipient of comments		
	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Obtains funding commitments		Inspects and accepts deliverables
	Prepares commitment notice		Other (list)
	Writes or reviews scope of work		
	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences		
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:
			%